

# Scientific Integrity Meeting Proposal

TITLE OF PROPOSED MEETING:

PROPOSED DATE:

PROPOSED LOCATION:

ORGANIZER (to whom correspondence will be sent):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

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ADDITIONAL CO-SPONSOR (optional):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

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ADDITIONAL CO-SPONSOR (optional):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

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## **SYNOPSIS**

(250-350 WORDS - PLEASE TYPE)

Please describe the subject of your proposed meeting, highlighting the questions, issues, and research to be addressed. Please do not summarize the presentations or describe the proposed agenda here. Include a rationale for the meeting, the proposed length of the meeting, date(s), location, estimated attendance, and the special expertise or status that your institution or organization would be able to contribute to the event. Use a separate page if necessary.

## **PROPOSED AUDIENCE AND MARKETING PLAN**

Describe the intended audience for your meeting. Indicate how the event will be publicized and include a description of the geographic area to be covered in promoting the meeting. Also indicate modes of travel and accommodations available for out-of-town participants. Use a separate page if necessary.

## **PROPOSED AGENDA**

For each agenda item, describe the length and type of session envisioned, and indicate whether any of the proposed speakers have agreed to participate. Along with a proposed title or topic, include one or two sentences describing the expected content or perspective of each speaker's presentation. Also indicate the types of issues to be included in open discussions or break-out sessions.

## **TASKS AND TARGET DATES**

ORI is willing to help institutions in planning the program, providing materials for the participant notebook, and suggesting speakers. Specifically, ORI wants to encourage institutions to consider including an ORI staff member on the planning committee or relatively early in the planning process.

Institutions generally are responsible for finalizing the program, inviting the speakers and arranging their travel, producing a meeting brochure, promoting the meeting, registering participants and providing information about travel and housing, reserving the meeting space, arranging for food and refreshments, assembling a notebook for participants, and making conference products available to participants and others after the meeting.

List and briefly describe specific tasks that the institution and ORI will undertake in planning and hosting the meeting, and provide target dates for completion of these tasks. Also indicate whether the institution or ORI will be taking the lead on accomplishing each task. Use a separate page if necessary.

## **BUDGET PROPOSAL**

Please itemize anticipated expenses and revenues for the event. Include a proposed budget for the entire project, the amount of funding being requested from ORI, and explain how the ORI funds would be used.

Also indicate if other sources of funding have been identified, and the amounts being requested.

## **MEETING PRODUCTS**

At a minimum, a notebook of meeting materials should be provided to each participant, and an executive summary written about the meeting presentations and discussions.

The meeting notebook should include the final meeting agenda, contact information for all participants and speakers (name, title, institution, address, phone and fax number, and e-mail address), copies of presentations or overheads, and any additional reading or resource materials that are made available.

Please explain the other materials that will be produced as a result of the proposed meeting, such as proceedings, publications, audiotapes, videotapes, etc., and how their availability will be publicized.

### **Send original and five copies to:**

Alicia Dustira, Ph.D.  
Division of Education and Integrity  
Office of Research Integrity  
5515 Security Lane  
Suite 700  
Rockville, MD 20852  
Telephone: 301-443-5300 Fax: 301-443-5351  
E-mail: [adustira@osophs.dhhs.gov](mailto:adustira@osophs.dhhs.gov)

NOTE: Copies of instructions and the application form may be downloaded from ORI's web site at <http://ori.hhs.gov/html/programs/confprop.asp>

All submissions will be acknowledged upon receipt.

Please retain a copy for your records.

REVISED 6/18/02